



# THE MAGNET

ENCOMPASS Newsletter

Issue 15

February 12, 2008



## ENCOMPASS Implementation

### List of Agency Deadlines

On March 3<sup>rd</sup>, the ENCOMPASS Project Team will implement a Mock Production Environment (Sandbox) to allow agencies to continue testing the system. The following items **MUST** be completed by the deadlines listed in order to ensure that it will be included in the sandbox environment:

**February 13** – Chartfield mapping due. This includes validating chartfield values in the Chart of Accounts Mass Mapping Utility. To complete this task, please review the COA Mapping Status spreadsheet located on the ENCOMPASS website (in the Chart of Accounts folder). If your agency has any unmapped or pending chartfield mapping, please complete in the mapping tool. To run this report, see the February 2008 ENCOMPASS Town Hall Attachment slide located on the ENCOMPASS website. If your agency fails to meet this deadline, your data will not be in to Sandbox environment.

**March 14** – File format testing due.

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## ENCOMPASS Implementation

### Update on Project Schedule

Based on the feedback we have received from many of the agencies, we have revised the Project schedule to allow more time for the agencies to prepare for the ENCOMPASS implementation.

The State has decided to implement applicable pieces before the new go-live date. This will help reduce the amount of change that is experienced at go-live.

The following items will be implemented before go-live:

**February 15** – Load FY09 Budgets (includes APPROP from Budget Bill and ALLOT from Q1 2008).

**February 15** – Move 90 additional users and 55 additional roles into Production.

**March 1** – Start use of Project Module for those agencies not currently using it for Grants/Federal Funds and Capital Projects (fully implemented by April 30).

**March 1** – Develop Public Works workflow.

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# ENCOMPASS Implementation

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**March 3** – Implement ENCOMPASS (Mock Production Environment instead of the Production Environment). Agencies test the system in the Sandbox Environment.

**March 31** – Activate new internal control roles where applicable.

**May 1** – Apply bundles/fixes to PeopleSoft Financials.

In late March, the State along with the ENCOMPASS Project Team will evaluate for a July 1<sup>st</sup> go-live date. The decision to go live in July will depend on the system readiness and agency readiness.

It is critical that all agencies continue with the implementation plans and keep the momentum. To determine system readiness we will rely on state agencies to test in the refreshed sandbox environment after March 3<sup>rd</sup>. Agency readiness depends on meeting promised deadlines on the implementation plans.

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## Training Update

### Training Classes Postponed

Due to changes in the project timeline, the ENTAP training team has temporarily postponed certain classes. However, the following workshops will continue to take place:

- ROC Workshops
- Approver Workshops
- Inquiry Workshops
- Receivers Workshops
- Navigation Workshops

Please attend the next PeopleSoft User Group meeting, held on Thursday, February 21 (10am – noon) in Conference Center 22 to take a survey that will help the ENTAP team determine what workshops are in highest demand.

Core training (AP, GL, AM, AR) will resume in the following weeks. Please visit the ENCOMPASS website to check on the schedule of classes. In addition, the ENTAP team will be working on setting up a Project Costing Workshop. Please stay tuned for more information.

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## Sandbox Testing Issues

### Issue Log on ENCOMPASS website

Thank you to those agencies that have participated in Sandbox testing. Your participation has helped us identify issues that will allow for a smoother ENCOMPASS implementation. If you submitted an issue to [testing@sba.in.gov](mailto:testing@sba.in.gov), your issue has been logged into a “Sandbox Issue Log” located on the ENCOMPASS website (see the Sandbox Issues folder).

As of Monday, February 11 we have received a total of 393 issues. A good portion of these issues have been resolved (179) and many others will be fixed with the next conversion scheduled for March 3<sup>rd</sup>. We encourage you to continue testing. Please look out for the next Sandbox testing schedule.

If you have any questions regarding Sandbox testing, or if you would like to report an issue, please send an email to [testing@sba.in.gov](mailto:testing@sba.in.gov).

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## Project Module

### Contact ENCOMPASS for Assistance

The Project Module is being used by the State to track expenses, revenues, asset capitalization and other financial activity. Approximately 48 agencies have been identified in the State that will be using the Project Module.

February 8, 2008 was the deadline to submit all Project Module templates so that accurate data can be included in the Sandbox environment on March 3<sup>rd</sup>, 2008. These templates includes:

- New value request for Project Module Chartfields
- Mapping of all unmapped existing project module chartfield values
- New funding source requests and provide grant award letters or other acceptable supporting information to GMIS for new federal funding sources
- Subrecipient project information template
- Parent-child project information template
- Project & Activity attribute template
- Project budget data collection template
- Funding source validation and allocation data collection template
- Funds distribution data collection template

Although the deadline has past, we still encourage you to complete these templates and submit to [ENCOMPASS@sba.in.gov](mailto:ENCOMPASS@sba.in.gov). We can no longer guarantee that the information received after February 8<sup>th</sup> will be included in the March 3<sup>rd</sup> Sandbox environment, however; this information is critical when the State goes live with ENCOMPASS.

All of the above listed templates are located on the ENCOMPASS website (Click on ENCOMPASS Documents > Project Module Approach folder). If you have any questions, or need assistance in completing any of these templates, please contact us at [ENCOMPASS@sba.in.gov](mailto:ENCOMPASS@sba.in.gov).

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## There's No GL in Knowledge!

### No...wait...that's not right...

#### Submitted by Bill Barber of GMIS

Ok, so you may not think GL is the most exciting and alluring of the PeopleSoft modules. It lacks the flair of budgets, encumbrances, and the delightfully peculiar abbreviation of KK that Commitment Control has. And as for juicy information such as vendor data, addresses, and invoice numbers, you just can't beat Accounts Payable. And don't get me started on Project Costing. No, General Ledger is an area that is much like the reliable, straight forward, and well grounded old friend that we always go to for that 'real' interaction and comfort. Yeah, I guess I'm partial to GL...and while some agencies have a good handle on GL, others are struggling with some core fundamentals. This not only results in a lack of realized potential, but more importantly, it undermines the integrity of reports/inquiries and creates a false sense of financial position.

A former esteemed boss of mine had a phrase he liked to use that nicely captures the real crux of many of the problems we see in State government, and life for that matter; Benign neglect, he would call it...sure, its neglect, but there's no real malicious intent. Of course he didn't condone it, quite the opposite; for him it was just a sad commentary on some dismal state of affairs that was going on at

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## There's No GL in Knowledge!

### No...wait...that's not right...

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the time. This leads to another related concept; that of ignorance. While the word ignorance may seem derogatory to most of us, there's nothing about it that's inherently wrong...it could be described as a state of ignoring one's situation or environment and therefore not knowing any better. I suppose pushing that further into the realm of what could be called applied ignorance would be wrong, but I digress. The point I'd like to make here is that good old GL is not being given the necessary level of attention and care by some agencies.

In short (which this article has turned into anything but), there are quite a few journals out in the production environment that are not posted for one reason or another, consisting of many in the current FY as well as a much larger number spanning all FYs to date. Specifically, there are many 'not posted' journals that contain subsystem activity (primarily AP), that is not being reflected in GL. So while commitment control ledgers will reflect any activity from transactions that are budget checked, the GL ACTUALS ledger won't reflect any activity unless it is posted. There are currently 384 journals generated from AP that are in a status that is 'not posted' ('unposted' is not the same as 'not posted') from 07/01/2007 to 02/06/2008. While we (GMIS) are currently working with some of the

affected agencies (clearing up about 150 of them), there are still many journals out there that contain hundreds of lines of AP activity that is not being reflected in GL.

The link below will take you to a concise document that you can follow to review these journals for your agency, both using the online lookup as well as a public query that can be run. Ideally, you should not see any of these, but you may periodically. Also, a spreadsheet illustrating similar query results listing the BU, Journal ID, Journal Date, Fiscal Year, Period, and Header Status has been posted to the ENCOMPASS website.

In reviewing these and researching how to resolve them, please refer to the second link below for GL documentation and submit an issue to GMIS if you need help with it.

[https://financial.gmis.in.gov/SOI/GL/GL\\_280.doc](https://financial.gmis.in.gov/SOI/GL/GL_280.doc)

[https://financial.gmis.in.gov/SOI/soi\\_fs\\_info.html#GL](https://financial.gmis.in.gov/SOI/soi_fs_info.html#GL)

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## State Accounting Manual

### **By: Marilyn Rudolph**

In order to better relate certain accounting policies to the ENCOMPASS financial system, we are in the process of revising the State Accounting Manual. This manual, along with ENCOMPASS training materials and PeopleBooks, should be used to assist you in learning the changes in business processes which accompany the system changes.

Draft chapters of seven chapters are available at:

<https://myshare.in.gov/sba/encompass/Shared%20Documents/Forms/AllItems.aspx>. Others will be added soon.

Links are planned to/from these chapters and ENCOMPASS so that you can easily obtain information necessary to keep accurate records within required regulations. Additional material will be added as available. Since the manual will be an electronic version, revisions will be made when needed.

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## Agency Dashboard

### Determining Agency Readiness

During the February Town Hall meeting, the ENCOMPASS team provided a copy of the Agency Dashboard. This dashboard was created to determine if agencies are prepared for the new system. A statistical scoring model was applied using the following criteria:

- # of Fund/Center/Object combinations out of balance with AOS
- # of Purchase Orders to be closed
- Chart of Account items to be mapped
- Usage of Project Module now or at go-live
- File Formats – test files received/tested

A manual assessment, which is a subjective evaluation based on the traditional standards of analysis was also taken into consideration. If you believe your agencies readiness classification is not correct, please contact your OCM representative and set up a meeting to discuss.

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## Recap of Key Communications

### Visit the ENCOMPASS Website for More Information

The ENCOMPASS team has sent several key messages to the ENCOMPASS distribution list over the past few weeks. Below is a reiteration of important information:

- **Documents For Review** – The ENCOMPASS team has added a new link to the ENCOMPASS website. The link, “Documents for Review” is located on the left side of the home page below the “ENCOMPASS Documents” link. This link will help agencies locate new documents that have been posted every week. At the end of the week, the documents will be moved to the appropriate folder under “ENCOMPASS Documents”.

In addition, we will be sending out an ENCOMPASS email at the end of each week highlighting all of the documents that have been posted. Please note the PS-GEAC Balancing Summary Report will continue to be posted daily under “ENCOMPASS Documents” > “Balancing and Reconciliation” folder.

If you are unable to locate a document, please send us an email at [ENCOMPASS@sba.in.gov](mailto:ENCOMPASS@sba.in.gov).

- **Training Class Descriptions** – Please visit the ENCOMPASS website and review the training class descriptions. You can click on ENCOMPASS Documents > Training folder.

If you would like to be added to the ENCOMPASS distribution list, send us an email at [ENCOMPASS@sba.in.gov](mailto:ENCOMPASS@sba.in.gov).

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## Need Information? Have Questions?

The ENCOMPASS website no longer requires a login and password. Please visit it at anytime to get announcements and updated information. If a login screen does appear, enter your network ID and password.

ENCOMPASS Website Address: <http://myshare.in.gov/sba/encompass>

Please email us at:  
[encompass@sba.in.gov](mailto:encompass@sba.in.gov)

If you have technical issues submit them to GMIS at  
[http://extranet.in.gov/gmis/issue\\_entry/base/issue\\_entry.asp](http://extranet.in.gov/gmis/issue_entry/base/issue_entry.asp)